



## **Director of Real Estate Sought**

Metro West Collaborative Development (Metro West CD) seeks a Director of Real Estate. S/he will work closely with the Executive Director to: grow the organization, manage an affordable housing project pipeline, implement real estate development projects, and support community partners' initiatives to improve neighborhoods and to strengthen communities and the region.

### **The Organization**

Metro West CD is a non-profit development corporation formed in 1991 to address the shrinking supply of affordable housing in communities west of Boston. Metro West CD has a 22-town target area including: Bedford, Belmont, Bolton, Boxborough, Concord, Framingham, Hudson, Lancaster, Lexington, Lincoln, Littleton, Medway, Natick, Needham, Newton, Stow, Sudbury, Waltham, Watertown, Wayland, Wellesley, and Weston.

Metro West CD seeks to organize residents, mobilize resources, and identify ideas that improve the quality of life for residents of these communities through: creating and preserving affordable homes, supporting economic development that strengthens the region, and building alliances with partners and constituents throughout the region to increase awareness and build support for community development.

Metro West CD has developed 73 units of affordable housing to date (in Watertown, Newton and Norwell) and an additional 48 under construction and 44 permitted and awaiting DHCD subsidies (both in Medway). The following projects are currently being explored:

- Waltham Armory redevelopment to 23 family rental homes
- 19 Highland, Newton, redevelopment of a church to create 30-40 rental homes
- 1 Rosary Drive, Watertown, redevelopment of a convent into 32 rental homes
- Municipal RFP in Hudson for new construction of 40 rental homes on former police station site

### **The Director of Real Estate**

The Director of Real Estate will work closely with the Executive Director and Senior Housing Project Manager to build the organization's pipeline of affordable housing projects, its financial base, and its community partnerships. S/he will have two primary responsibilities:

- Collaborate with the Executive Director on organizational growth and development,
- Initiate and manage real estate development projects and manage related staff, consultants and interns,

The Director of Real Estate will be responsible for creating and managing the real estate development pipeline and oversee real estate project management tasks, including:

- The construction of the Glen Brook Way Project, a two-phase 92 unit development in Medway. Manage relevant staff and consultants to insure timeliness of project completion.
- Together with consultants, staff and/or interns, identify development opportunities and provide feasibility analysis and recommendations to member communities and to the Metro West CD Board of Directors.
- Assist with all due diligence tasks such as site control, neighborhood involvement, zoning relief, funding applications, contractor selection and closing transactions.
- Represent Metro West CD in construction team meetings, communications with abutters and/or tenants of the site, funders, and other key stakeholders.
- Perform asset management oversight for the existing portfolio. Tasks may include: affirmative marketing and initial lease up and collaboration with third party management company on problem solving, compliance, annual operating budgets, and capital improvement plans.

### **Our Ideal Candidate**

Our ideal candidate will be passionate about affordable housing in smaller and suburban communities, and interested in growing with a regional scale nonprofit. S/he will be a hands-on team player who brings experience in community development, non-profit management or community organizing. We seek an enthusiastic and creative problem solver, who demonstrates entrepreneurial skills and the potential to lead.

### **Desired Skills and Qualifications**

- Experience working in community development or housing in a nonprofit, public agency or private development company.
- Successful completion of multiple real estate development projects “soup to nuts.”
- Comfortable developing and working with real estate development proforma/worksheets.
- Comfortable presenting projects and speaking in public forums and community meetings.
- Knowledge of affordable housing and community development finance in Massachusetts preferred.
- Ability to work independently as well as collaboratively.
- Strong verbal and written communication skills.
- Excellent organizational and time management skills.
- Bachelors in planning, real estate, or a related field.
- Foreign language skills a plus.

*Metro West CD is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.*

Please send cover letter and resume to Jennifer Van Campen, Executive Director at [jvc@metrowestcd.org](mailto:jvc@metrowestcd.org).